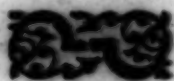


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REGULATIONS

FOR THE  
CHARITY  
WORK-HOUSE,

OR  
HOSPITAL  
OF  
EDINBURGH.

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EDINBURGH.

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# REGULATIONS

FOR THE

*Charity Work-house,*

OR

Hospital of *Edinburgh.*

**T**HAT the Management and Direction of the said House shall be in Eighteen, to be chosen by the Magistrates and Town-council, ordinary and extraordinary; Eighteen by the Kirk-sessions, whereof two by each Session; Five by the Lords of Session, One by the Barons

of Exchequer, Six by the Dean and Faculty of Advocates, Six by the Keeper and Writers to the Signet, Three by the Episcopal Clergy having Meeting-houses within the City. Two by the College of Physicians, One by the College of *Edinburgh*; the Election of these several Managers to be on any of the lawful Days interveening betwixt the tenth and last *Tuesday* of the Month of *July*; Eighteen Merchants to be chosen by Ballot in manner after mentioned, that is, every Merchant Guild-brother shall have Right to make and sign a List of Eighteen, and, at the Time to be appointed as after specified, to put the same into a Box, which is to be under two Locks, one Key whereof is to be kept by the Dean of Guild, and the other Key by the Master of the Merchant Company, which Box is to be placed in the Town-clerk's Office the *Monday* preceeding the last *Tuesday*

*day of July*, and till Mid-day on said *Tuesday*, whereof Notice is to be given from all the Pulpits within this City on the *Sunday* immediately preceeding; and on *Tuesday* at Noon a Scrutiny is to be made, and the Election declared by any of the principal Clerks of this City, in presence of the Dean of Guild and Master of the Merchant Company, or, in their Absence, in presence of the old Dean of Guild and old Master of the said Merchant Company; Eighteen Tradesmen, whereof each of the fourteen Corporations to choose one, the Barbers and Wigmakers to choose one, and the Candlemakers to choose one; the Election by the said Incorporations, and by the Barbers and Wigmakers, and Candlemakers, to be on any of the lawful Days intervening betwixt the tenth of *July*, and the *Monday* preceeding the last *Tuesday* of that Month; and the sixteen to be by them chosen, with the Con-



veener for the time, who is to pre-  
 side, to meet the said *Monday* at the  
 Goldsmiths Hall, or any where else  
 the Conveener shall appoint, at three  
 Afternoon, in order to elect other  
 two, under this Limitation, That  
 the Merchants nor Tradesmen, in e-  
 lecting of their Representatives as a-  
 foresaid, shall not be at Liberty to  
 elect any of their Number who are  
 at the same time Members of any of  
 the other Societies or Bodies who  
 are entitled to elect Managers, as  
 herein before mentioned: and that  
 the Kirk-sessions shall not be at Li-  
 berty to choose any who are at the  
 time Members of the Town-council,  
 or Deacons of Crafts. The Electi-  
 ons from the several Bodies to be re-  
 ported to a General Meeting annual-  
 ly on the last *Tuesday* of *July*, and  
 these Managers and Directors, or a-  
 ny fifteen of them, shall meet at  
 the Hall in the Charity Work-  
 house at three Afternoon, the first  
*Wed.*

*Wednesday* of *August* after their Election, and shall have Power to fix and settle stated Times for their own Meetings, and shall have in them, and the Committees to be by them appointed, the sole Government and Management of the said Hospital or Workhouse, and of the Funds that do or shall thereunto belong, and of the Poor to lodge therein; and likewise with further Power to the said Managers to make what other Rules, By-laws, Constitutions, or Alterations of their Presents, as to them shall from time to time seem proper.

That these Managers and Directors shall, at their first Meeting in *August*, choose an annual Committee, consisting of Thirty two, whereof Nine to be a *Quorum*, for examining the Accompts, and for doing every Thing necessary for the right Management of the said House; which

which Committee, wherein every one of the Managers, when present, shall have a Vote, shall meet four stated times in the Year at the Hall in the *Charity Work-house*, to wit, the first *Tuesday* of the Months of *November*, *February* and *June*, and the third *Tuesday* of *July*, at three Afternoon of each of the said Days; and besides these stated Meetings, intermediate Meetings are to be called, when need requires, by the weekly Directors after mentioned, and at the said stated Meetings each Person absent shall pay a Shilling, for the Use of the Poor of the *Hospital*. The said Committee is likewise to have Power to call the whole Managers together when they find it needful.

That besides the said annual Committee, there shall be likewise chosen by the Managers, at their said Meeting in *August*, a distinct Committee



mittee of Directors, whose Number shall be fifteen, and who shall divide themselves into three Classes, five to attend each Week: That of the five in Attendance, one shall visit the House each Day of the Week, except *Sunday* and *Tuesday*: That the whole, with two of the preceeding Week's Directors to be named by the said Directors, at least three of the seven, who are declared a *Quorum*, shall visit the said House every *Tuesday* at three Afternoon, for inspecting the Management of the House, and the Behaviour of the Persons in it; for issuing Warrants upon the Person or Persons entrusted with the Funds, for payment of what Sums may be necessary for the maintaining of the Servants and Poor in the House; for receiving in of the Poor, and for regulating all Abuses in the House; and to name five of their Number, as Auditors of the Treasurer's Accompts, whereof three  
to

to be a *Quorum*: And the whole of the said Directors Proceedings is to be recorded, in order to be laid before the annual Committee; and the said Directors are themselves to meet with the annual Committee at their stated Meetings: And if any of the seven Directors be absent at said weekly Meetings, or if any Director upon the Day of his Attendance shall be absent, each Person absent shall pay One Shilling *Sterling* for the Benefit of the House.

That in order to the better Attendance of the Directors, the Clerk shall every Morning before nine give Notice to the Directors, or Director, whose Turn it is to attend.

That in case of the Decease of any one or more of the Directors during the Currency of the Year, or of the Treasurer or Clerk hereafter to be mentioned, the annual Committee

mittee shall have Power to supply these Vacancies till the next General Meeting.

That the said Managers and Directors shall likewise at their said Meeting in *August*, appoint and choose a General Overseer or Treasurer, who is to receive from the Person or Persons entrusted with the Funds, such Sums of Money (as he shall procure Warrant for) arising from the Funds that are in his or their Hands, in virtue of the Contract between the Council of *Edinburgh* and Kirk-Sessions, out of which the Salaries and Wages, and all other Necessaries of the House are to be paid; and is to impress Money into the Hands of the Mistress or Clerk, or others, for the Maintenance and incident Charges of the House, in such manner as he shall be directed by a written Order of the Committee of Directors.

That

That the said Treasurer shall make out his Accompts quarterly, *viz.* the 1st of *October*, the 1st of *January*, the 1st of *April*, and the 1st of *July*; and within eight Days after the first Day of each Quarter, lay them before the Auditors, to be by them examined and reported to the next ordinary Meeting of the annual Committee: That he shall make up and deliver to the Meeting of the annual Committee, the third *Tuesday* of *July*, the Accompts of his whole yearly Intromissions examined and signed by the Auditors; as also, the State of the Expence of the Hospital, and Produce of the Work, to be by them examined and reported, with their Opinion to the Meeting of the Managers, to be held on the last *Tuesday* of *July* yearly, that the said Meeting, if they approve his Accompts, may discharge him of his Intromissions.

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That the Treasurer is to inspect the Conduct of all Persons in the House, and is to report his Observations from time to time to the Committee of Directors: He is to have an equal Voice in all the Meetings of the Managers, or their Committees, in all Matters under their Administration, so long as he serves *gratis*; excepting only what may concern his Accompts and Intrusions.

That no Poor be admitted into the House but such as are real Objects of Charity, and entitled to that of the Town; and that the Mistress and Clerk admit none but such as are duly enrolled.

The Managers declare, That notwithstanding any Agreement with any of the Servants of the House, yet in case of any irregular Behavior

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our or Incapacity, which if observed or complained of, is to be examined into, so far as concerns the Mistress and Clerk, by the annual Committee and Directors, so far as relates to the Under-Servants, by the Directors, that upon Conviction they are to be dismissed.

That the Provisions, Cloaths and Materials for Work, the Work proper for particular Persons, and the Disposal of what is manufactured to the best Advantage, be ordered by the Directors for the Week; and the Particulars of the whole to be entred by the Clerk in a proper Journal and Leger, in such manner that the whole Expence of the House, and the Profit of the Poors Work, may be seen at one View: Which Books are to be open to any of the Directors or Contributors, when they please to inspect the same.

That

That it be recommended to the Ministers to catechize the Poor in the House, and inspect their Morals, by Turns.

The Magistrates having given Directions to their Officers and Soldiers of the Town-Guard, to take up such Vagrants as they find begging at Doors, or on the Street, the Directors are to be careful in causing seize such Vagrants, wherever they can be found.

*Rules relating to the Mistress and Clerk.*

**T**HE Mistress is to appoint proper Persons for washing the Linens, and shall order the whole House to be washed every *Saturday* Morning, and the Stairs and Entries to be washed again every *Wednesday* Morning; the Rooms to be swept once a Day, and the Beds to be made and swept below: She is likewise to order the Diet of the whole House every Day.

The Clerk, till a Master, is appointed to attend the House, is to perform Divine Worship in the Chapel at Noon, and seven of the Clock every Night; and is to officiate to the whole House in asking a Blessing and returning Thanks at Meals.

He

He shall also keep a Register of the Names, Ages and Designations of all who are admitted into the House, and of the Time of their Entry and Death, or when any of them go out of the House.

He is to order the Windows to be opened for airing of the House, as oft as is needful, and to take care that all the Fires be extinguished against nine of the Clock at Night, excepting such Fires as are necessary for the Sick.

The Clerk shall each Day write down the Number of the Family, and keep a particular Account of the Quantities of each Sort of Provisions used each Day, and lay the same before the Committee weekly.

When the Directors think any of the Boys sufficiently educated, the Clerk, at their Direction, is to en-

gage them, by Indenture or otherwise, in the Service of any Farmer, Tradesman, or any other Person, who inclines to take them, and obliges him to supply them with Food and Cloathing: And in like manner as to the Girls, when they are fit for Service or a Trade; the Hospital to send them out well cloathed, and being ready to receive them again, in case of Sickness, till they recover, if their Master desires it.

*Rules relating to the Nurses.*

**T**HERE shall be proper Nurses appointed to attend the Sick, who shall be obliged to keep the Rooms, and every thing about the Sick clean. When there has been any malignant Distemper, or when the sick Person dies, the Bed-cloaths and the whole Room where the sick Person lay shall be washed, before any other shall ly in it. The Nurse



Nurse shall be accountable to the Mistress of the House for the Cloaths and every thing else belonging to the decessant.

There shall Women be appointed to attend the Children, who are to have them wash'd, comb'd and dress'd every Morning; all these Nurses are to be subject to the Mistress, and receive Directions from her.

*Rules relating to the Poor.*

**T**HAT all Persons enrolled shall, before their Admission, be examined by the Surgeon and Nurse, whether they have any infectious Distemper, and shall be washed as soon as they are taken in, if it may be without Prejudice to their Health: such as are found to be nasty shall be put into particular Rooms, and not be removed, until they are perfectly clean.

That

That new Cloathing be given to such of the Poor as shall need it, on their Admission, and the old Cloaths cleaned and mended for the Use of the House.

All who go out of the House without Leave, or who bring in strong Liquors to the House, or who are found drunk, or who shall swear, curse, or disturb the House with Clamour, or who shall not regularly attend Divine Worship, when they shall be able, or who shall ask Money from those who come to see the House, or shall beg any where else, shall for the first Fault lose their next Meal, for the second be denied Victuals for a whole Day, and locked up in a Room; for the third Fault shall be punished as the Magistrates shall think fit.

Who.

Whoever are found stealing any Goods, belonging to the House or any other Person, Care shall be taken that they shall be punished as the Law directs.

That all who shall be employed in any Labour shall constantly repair to such Rooms in the House as are appointed for that Purpose, where they shall work orderly at such Business, and so many Hours as the Directors shall appoint to each of them, according to their Age and Ability; whoever shall neglect or refuse to do this, shall be punished as the Magistrates shall think fit.

That, to encourage the Poor to work, there shall be allowed to each of them Twopence of every Shilling their Work produces.

That

That all Persons in Health, both young and old, shall be out of their Bed at the ringing of the Morning Bell, which shall be rung in the Months of *January* and *February* at seven o'Clock, in *March* at six, from the first of *April* to the End of *August* at five, in *September* at six, in *October* at seven, in *November* and *December* at eight: And that all go to Bed, from the first of *March* to the End of *September*, at ten o'Clock at Night, and from the first of *October* to the End of *February* at nine, and the Doors shall be lock'd at ten every Night.

Each Person shall change his Linens once every Week at least.

In accommodating the Poor, Regard is to be had to the different Stations of Life they have formerly been in, which is to be at the Discretion of the Directors for the Week.

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